

Program B: Management and Finance

Program Authorization: R.S. 36:351

PROGRAM DESCRIPTION

The Management and Finance Program's mission is to be responsible for the timely and cost effective administration of accounting and budget control, procurement and contract management, data processing, management and program analysis, personnel management, and grants management to assure compliance with state and federal laws and assure that the Department's offices have the resources to accomplish their program missions. It is the goal of this program to optimize the use of funding to provide functions in a manner which properly supports all of the other programs in the Department of Natural Resources. There are two activities in this program: Support Services Fisherman's Gear.

OBJECTIVES AND PERFORMANCE INDICATORS

Unless otherwise indicated, all objectives are to be accomplished during or by the end of FY 2001-2002. Performance indicators are made up of two parts: name and value. The indicator name describes what is being measured. The indicator value is the numeric value or level achieved within a given measurement period. For budgeting purposes, performance indicator values are shown for the prior fiscal year, the current fiscal year, and alternative funding scenarios (continuation budget level and Executive Budget recommendation level) for the ensuing fiscal year (the fiscal year of the budget document).

1. To ensure that 100% of department employees have been educated and informed about the issues of sexual harassment.

Strategic Link: Strategic objective II.2: *To develop a plan to educate and inform employees about the issues of sexual harassment.*

L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND	ACTUAL	ACT 11	EXISTING	AT	AT
		PERFORMANCE	YEAREND	PERFORMANCE	PERFORMANCE	CONTINUATION	RECOMMENDED
		STANDARD	PERFORMANCE	STANDARD	STANDARD	BUDGET LEVEL	BUDGET LEVEL
K		FY 1999-2000	FY 1999-2000	FY 2000-2001	FY 2000-2001	FY 2001-2002	FY 2001-2002
	Percentage of employees trained	75%	92%	100%	100%	100%	100%

2. (KEY) To allow no more than two repeat audit exceptions.

Strategic Link: Objective IV.4: *To eliminate repeat audit exceptions.*

L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND	ACTUAL	ACT 11	EXISTING	AT	AT
		PERFORMANCE	YEAREND	PERFORMANCE	PERFORMANCE	CONTINUATION	RECOMMENDED
		STANDARD	PERFORMANCE	STANDARD	STANDARD	BUDGET LEVEL	BUDGET LEVEL
K		FY 1999-2000	FY 1999-2000	FY 2000-2001	FY 2000-2001	FY 2001-2002	FY 2001-2002
	Number of repeat audit exceptions	0	2	0	2	1	1

3. (KEY) To process at least 95% of valid claims for repairs to fishing vessels and gear damaged by underwater obstacles within 120 days of receiving a complete application.

Strategic Link: Objective IV.3: *To reduce the number of Fisherman's Gear claims rejected by 5% for procedural errors.*

L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND	ACTUAL	ACT 11	EXISTING	AT	AT
		PERFORMANCE	YEAREND	PERFORMANCE	PERFORMANCE	CONTINUATION	RECOMMENDED
		STANDARD	PERFORMANCE	STANDARD	STANDARD	BUDGET LEVEL	BUDGET LEVEL
		FY 1999-2000	FY 1999-2000	FY 2000-2001	FY 2000-2001	FY 2001-2002	FY 2001-2002
K	Percentage of claims paid within 120 days	83%	95%	90%	90%	95%	95%
S	Number of claims paid	190	129	150	150	120	120
S	Number of claims denied	15	21	20	20	20	20

4. (KEY) To ensure that no more than two program objectives within the Department of Natural Resources fail to be achieved due to the lack of adequate support services from the Management and Finance program.

Strategic Link: This objective is part of the strategic objective: *Stream line and coordinate department functions and services to become an exemplary department in the areas of service delivery, cost efficiency and internal operations.*

L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND	ACTUAL	ACT 11	EXISTING	AT	AT
		PERFORMANCE	YEAREND	PERFORMANCE	PERFORMANCE	CONTINUATION	RECOMMENDED
		STANDARD	PERFORMANCE	STANDARD	STANDARD	BUDGET LEVEL	BUDGET LEVEL
		FY 1999-2000	FY 1999-2000	FY 2000-2001	FY 2000-2001	FY 2001-2002	FY 2001-2002
K	Number of objectives not achieved due to insufficient support services	Not applicable ¹	Not available	0	2	2	0

¹ This indicator was not adopted as a standard in the year indicated.

RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 1999- 2000	ACT 11 2000 - 2001	EXISTING 2000 - 2001	CONTINUATION 2001 - 2002	RECOMMENDED 2001 - 2002	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$0	\$0	\$0	\$2,657,889	\$3,564,580	\$3,564,580
STATE GENERAL FUND BY:						
Interagency Transfers	5,340,002	5,481,946	5,481,946	2,917,867	4,976,016	(505,930)
Fees & Self-gen. Revenues	22,368	201,283	201,283	201,283	201,283	0
Statutory Dedications	554,687	2,615,839	2,615,839	2,615,839	2,615,839	0
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	235,003	866,057	866,057	866,057	912,581	46,524
TOTAL MEANS OF FINANCING	\$6,152,060	\$9,165,125	\$9,165,125	\$9,258,935	\$12,270,299	\$3,105,174
EXPENDITURES & REQUEST:						
Salaries	\$2,782,306	\$2,519,382	\$2,519,382	\$2,593,734	\$2,537,470	\$18,088
Other Compensation	173,626	23,816	23,816	23,816	23,816	0
Related Benefits	527,747	537,159	537,159	546,825	538,035	876
Total Operating Expenses	918,806	1,173,253	1,173,253	1,176,428	1,133,425	(39,828)
Professional Services	12,570	0	0	0	0	0
Total Other Charges	1,629,715	4,906,237	4,906,237	4,918,132	8,037,553	3,131,316
Total Acq. & Major Repairs	107,290	5,278	5,278	0	0	(5,278)
TOTAL EXPENDITURES AND REQUEST	\$6,152,060	\$9,165,125	\$9,165,125	\$9,258,935	\$12,270,299	\$3,105,174
AUTHORIZED FULL-TIME EQUIVALENTS: Classified	60	55	55	55	54	(1)
Unclassified	1	1	1	1	1	0
TOTAL	61	56	56	56	55	(1)

SOURCE OF FUNDING

This program is funded with State General Fund Direct, Interagency Transfers, Self-generated Revenues, Statutory Dedications and Federal Funds. Interagency Transfers are comprised of funds received from the various offices within the Department of Natural Resources for support services. The Fees and Self-generated Revenues are from insurance recovery and the sale of computer information. Statutory Dedications are derived from the Oilfield Site Restoration Fund (Act 404 of 1993) and the Fisherman's Gear Compensation Fund for support services associated with these activities. (Per R.S. 39:32B. (8), see table below for a listing of expenditures out of each statutory dedicated fund.) Federal Funds are from Federal Energy Settlement Funds and the Department of Energy for support services associated with this activity.

	ACTUAL 1999- 2000	ACT 11 2000 - 2001	EXISTING 2000 - 2001	CONTINUATION 2001 - 2002	RECOMMENDED 2001 - 2002	RECOMMENDED OVER/(UNDER) EXISTING
Fishermen's Gear Compensation Fund	\$518,579	\$2,579,731	\$2,579,731	\$2,579,731	\$2,579,731	\$0
Oilfield Site Restoration Fund	\$36,108	\$36,108	\$36,108	\$36,108	\$36,108	\$0

ANALYSIS OF RECOMMENDATION

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$0	\$9,165,125	56	ACT 11 FISCAL YEAR 2000-2001
			BA-7 TRANSACTIONS:
\$0	\$0	0	None
\$0	\$9,165,125	56	EXISTING OPERATING BUDGET – December 15, 2000
\$58,753	\$58,753	0	Annualization of FY 2000-2001 Classified State Employees Merit Increase
\$25,265	\$25,265	0	Classified State Employees Merit Increases for FY 2001-2002
\$0	(\$39,828)	0	Risk Management Adjustment
\$0	(\$5,278)	0	Non-Recurring Acquisitions & Major Repairs
\$8,958	\$8,958	0	Legislative Auditor Fees
\$601,236	\$2,211,213	0	Rent in State-Owned Buildings
\$45,957	\$45,957	0	Maintenance of State-Owned Buildings
\$2,937	\$2,937	0	UPS Fees
\$82,515	\$82,515	0	Salary Base Adjustment
(\$60,269)	(\$60,269)	0	Attrition Adjustment
(\$87,300)	(\$87,300)	(1)	Personnel Reductions
(\$94,039)	(\$94,039)	0	Salary Funding from Other Line Items
(\$1,710)	(\$1,710)	0	Civil Service Fees
\$0	\$433,000	0	Funding provided for GIS Lab and website development from the Office of Coastal Restoration and Management
\$525,000	\$525,000	0	Funding provided for Information Technology for move to LaSalle Building
\$2,457,277	\$0	0	Net Means Of Financing Substitutions - Replace Interagency Transfers with General Fund for operational support
\$3,564,580	\$12,270,299	55	GRAND TOTAL RECOMMENDED

The total means of financing for this program is recommended at 133.9% of the existing operating budget. It represents 93.8% of the total request (\$13,088,127) for this program. The 33.9% increase from the existing operating budget is due to rent expense and information technology cost for the move to the LaSalle Building.; and for the development of the GIS Lab This program does not have any positions that have been vacant for one (1) year or more.

PROFESSIONAL SERVICES

This program does not have funding for Professional Services for Fiscal Year 2001-2002.

OTHER CHARGES

\$119,202	Legislative Auditor
\$20,000	Insurance recovery for equipment damaged by water
\$8,590	Sale of Data LA Entergy Access system for on-line data service to the private sector
\$150,000	Computer upgrades to help update computers in Management and Finance funds from Mineral Resources
\$31,500	Oyster Lease Project for computer hardware/software upgrades, storage equipment and reproduction equipment
\$650,374	GIS Lab - Stripper Well FES Funds
\$2,470,217	Reimbursement to qualifying Louisiana commercial fishermen for damages to vessels or fishing gear caused by encounters with obstructions located in state waters within the coastal zone. Reimbursement is limited to \$5,000 per incident, and an individual company may file no more than two claims within a fiscal year.
\$758,000	Development of the Geodynamic Information System and Website
\$525,000	Information Technology cost for move to LaSalle Building
\$4,732,883	SUB-TOTAL OTHER CHARGES

Interagency Transfers:

\$74,106	Department of Civil Service for personnel services
\$5,296	Division of Administration - Comprehensive Public Training Program (CPTP) for training services
\$2,472	Division of Administration - Office of Information Services (OIS) for mainframe access
\$84,603	Department of Treasury for banking services
\$789,196	Division of Administration for maintenance of State-owned Buildings
\$19,479	Division of Administration for Uniform Payroll System (UPS)
\$71,113	Office of Coastal Restoration and Management for Fishermen's Gear Activity
\$47,192	Office of State Police
\$2,211,213	Division of Administration for rent of State-owned Buildings

\$3,304,670 SUB-TOTAL INTERAGENCY TRANSFERS

\$8,037,553 TOTAL OTHER CHARGES

ACQUISITIONS AND MAJOR REPAIRS

This program does not have funding for Acquisitions and Major Repairs for Fiscal Year 2001-2002.